



GROUNDWORK

CHANGING PLACES

CHANGING LIVES

PERSON SPECIFICATION

JOB TITLE: Project Officer - Home Energy Support

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	It is desirable for the candidate to hold one or more of the following: City and Guilds Level 2 (6176) award in Energy Awareness (now known as the 6261); a Level 3 award in Energy Awareness or; the National Vocational Qualification Level 3 (6049-03) in Energy Efficiency Services. We will pay for this training whilst working if the selected candidate does not have it.	D	*					*
	2	Willing to undertake one of the above qualifications within a designated timeframe.	E						
Experience	1	Proven track record of relevant work experience such as working with the community or providing advice and guidance	E	*	*				
	2	Experience of working to deadlines and schedules	E	*	*				
	3	Experience of working successfully within a team	E	*	*				



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	4	Experience in working to targets and achieving outcomes	E	*	*				
	5	Experience of producing written reports.	D	*	*				
	6	Experience of managing projects to achieve outcomes.	D	*	*				
	7	Experience of supporting people to save money / energy in their homes	D	*	*				

Knowledge	1	Knowledge of energy efficiency and fuel poverty programmes	E	*	*				
	2	Knowledge of Ofgem approved community switching sites	D	*	*				
	3	Understanding of ECO funding and customer eligibility	D	*	*				
	4	Knowledge of current and emerging relevant environmental legislation, best practice and low carbon technologies	D	*	*				

Personal Skills / Attributes	1	A confident communicator with strong interpersonal, and influencing skills	E	*	*				
	2	Ability to plan and organise your own workload	E	*	*				
	3	Practical skills to enable the fitting of energy efficiency measures	D	*	*				
	4	A desire to help and support people in the community	E	*	*				
	5	An understanding of and commitment to environmental initiatives.	E	*	*				
	6	High degree of personal motivation and the determination to succeed	E	*	*				



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	7	A flexible and positive approach to work and the ability to work autonomously	E	*	*				
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Additional Requirements	1	Prepared to undertake occasional work out of hours	E	*	*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	3	Hold a full driving license and have access to a vehicle	E	*					*
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				
	5	This role is subject to an Enhanced Disclosure endorsed by the Disclose and Barring Service	E						*

